

THE  
PARLIAMENTARIAN



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# THE PARLIAMENTARIAN

A MANUAL OF PARLIAMENTARY  
PROCEDURE, EXTEMPORANEOUS  
SPEAKING AND INFORMAL DE-  
BATE BY CORA WELLES TROW



RANDOLPH-FREEMAN  
COMPANY

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*“Our chief want in life is somebody  
who shall make us do what we can.  
This is the service of a friend.”*

*Emerson.*

# TABLE OF RULES RELATING TO MOTIONS.

SECTION IN MANUAL.	UNDEBATABLE.	OPENS MAIN QUESTION TO DEBATE.	CANNOT BE AMENDED.	CANNOT BE RE-CONSIDERED.	REQUIRES A TWO-THIRDS VOTE.	DOES NOT REQUIRE TO BE SECONDED.	IN ORDER WHEN ANOTHER HAS FLOOR.	NOTES.
36	*		*	*				1. Undeatable if made when another question is before the assembly.
35	1							
25	2		*		*	*	*	2. An appeal is undeatable only when relating to indecorum, or to transgressions of the rules of speaking, or to the priority of business, or when made while the Previous Question is pending.
25	*		*					
26	*		*					
29	*		*					
29	*		*					
57	*		*					
24	*	*	*					
21	*		*					
30	*		*					



38	Orders of the Day, Motion for the .....
23	Postpone to a Certain Time.....
27	Postpone Indefinitely.....
22	Previous Question.....
37	Questions of Privilege.....
31	Reading of Papers.....
41	Reconsider...5.....
41	Renew...6.....
40	Rescind.....
33	Suspend the Rules.....
21	Take from the Table.....
32	Withdrawal of a Motion.....

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tion is pending. When debatable, only one speech from each member is permitted. On a tie vote the decision of the Chair is sustained.

3. An affirmative vote on this motion cannot be reconsidered.

4. Allows but a limited debate upon the propriety of the postponement.

5. Must be made by one who voted on the prevailing side.

6. When a motion is renewed it stands as at first.



## PREFACE.

It is the desire of all organizations to transact the business before them in the most correct and expeditious manner. It is impossible to fulfill this desire without the aid of Parliamentary Law. When business is transacted in an unparliamentary manner, the very action the organization desires to take is often rendered null and void because of the irregularity of the procedure. It was formerly contended that if a club did what it desired to do, it was not necessary that it should be done correctly. "A club is a self-governing organization" "A body is superior to its constitution," these were some of the expressions commonly used. This point has been settled by several legal decisions, notably that of Judge Campbell, who holds that, clubs are only self-ruling as far as their constitutions agree with the general principles of common law. This being the case it is necessary for us to acquaint ourselves with the laws governing the proceedings of clubs and societies, in order that the action taken may be in accordance with these laws. This manual is intended to furnish a guide to the proper procedure to be pursued in the conduct of the meetings of clubs and societies. It is founded on those of Thomas Jefferson and Henry M. Roberts, and is intended for the use of deliberative assemblies only. The second

## PREFACE

part of this book is intended to furnish a few simple rules for the preparation and delivery of an extemporaneous speech, to which is added the proper method for arranging an informal debate.

The disinclination of the present day audience to listen to a written speech, makes it highly desirable for those who seek to hold the attention of those they address, to be able to dispense with notes.

There is a growing tendency on the part of clubs and societies to use the debate as a means of arriving at some definite conclusion in regard to the subject brought before them for study. There is no available guide for the conduct of such debates, which, from their nature, require a slightly different form of procedure from that employed in the legal or political debate. They must, in fact, be a mingling of the formal and informal. It is hoped that the method outlined in this book will be found helpful. Thanks are due to Prof. Raymond MacDonald Alden, whose system of argumentation as outlined in his book, "The Art of Debate," has been followed in this work,

PART FIRST

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ORGANIZATION AND CONDUCT  
OF MEETINGS



## PARLIAMENTARY PROCEDURE.

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1. **Mass Meeting.** There are three kinds of meetings that require the use of parliamentary law in order to carry out the purposes for which they are intended. They are the mass or voluntary, the club or regular, and the convention or occasional. The mass or voluntary meeting is one called together by those interested in some common purpose. As it is not called under the requirements of a constitution, the attendance at this meeting is purely voluntary. The purpose of the meeting may be anything that seems to require concerted action. A call is issued stating the purpose of the meeting, the time and place, and to this should be affixed three signatures. There may be an indefinite number of signatures affixed to the call but there should be at least three. On

the day appointed, shortly after the time fixed for the opening of the meeting, some member of the assembly calls the meeting to order. \*The words ordinarily employed are: "The meeting will please come to order." The call is then read, and the first business in order is the election of a Chairman. The member who called the meeting to order can nominate a Chairman or it can be done by some other member. In order to nominate, the member must rise and be recognized by having his name repeated by the member in charge of the meeting; he then says: "I move that Mr. A. act as Chairman of this meeting." Another member rises and says: "I second the nomination." The member in charge of the meeting then says: "Are there any other nominations?" If there are, they are voted upon in their order or by informal ballot. (See 55.) If there are no other nominations the member says: "It has been moved and seconded that

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\*The exact words used by chairmen are often given in this work but it is not to be inferred that these are the only forms permitted. These forms are proper and common and are inserted as a guide to those unfamiliar with parliamentary usage.



Mr. A. act as Chairman of this meeting; those in favor of this motion will say *aye*." When the affirmative vote is taken the member says, "Those opposed will say *no*." If the majority vote in the affirmative, he says: "The motion is carried," and adds, "Mr. A. will now take the Chair." If the motion is lost he announces the fact and calls for another nomination, which is treated as the first. If the member who calls the meeting to order is nominated to act as Chairman, he must request another member of the assembly to put the vote, it being against parliamentary usage to put a question referring to yourself. After a Chairman is elected he at once takes the Chair and says: "The first business before you is the election of a Secretary." Some member is nominated to act as Secretary, in the same manner as was the Chairman; it is seconded and put to vote. The Secretary should be seated near the Chairman and take a record of the proceedings. These two officers are all that are required by parliamentary law in order to conduct a meeting, but

it is often most expedient to elect more if their services seem needed.

The Chairman now asks: "What is the further pleasure of the meeting?" If the meeting be of a public character, such as a political meeting, it is customary at this stage of the proceedings for some one to offer a set of resolutions, which, when adopted, become the sense of the meeting. If the meeting is called to protest against a grievance, or propose action along some line of municipal work, it is in order that some member should move that a committee be appointed to draft a set of resolutions. The Chair states the question, which should be as follows: "It is moved and seconded that a committee be appointed to draft a set of resolutions which shall express the purpose of this meeting." As soon as this motion is repeated by the Chair it becomes the question before the house and is open for discussion and must be decided before another main motion is in order. If no one rises to discuss the motion, or if the motion is discussed at length, the Chair should ask,

"Are you ready for the question?" It is in order, then, for the members to say "question," and the motion is immediately put to vote. Unless the Chair asks, "Are you ready for the question?" it is never in order for the members to say "question." If the motion in regard to the committee is carried, it is in order for the Chair to ask to be instructed how the committee is to be appointed and of how many it shall consist. If these points are not included in the original motion, another motion is now in order to cover these details. If it is the wish of the assembly that the Chair shall appoint the committee, he proceeds at once to do so; if the house, the names nominated to serve are put to vote collectively, thus: "As many as are in favor of the gentlemen named constituting the committee will say *aye*. Opposed, *no*." If more names are nominated than can be elected they must be voted upon separately.

The committee when appointed should at once leave the room in order to draw up its report, which should be in the form

of a set of resolutions. These should first state the purpose of the meeting, then the action suggested in regard to that purpose, and finally the method by which it is proposed to carry out the action. During the absence of the committee the subject is open for discussion, and speeches can be made with a view to imparting information in regard to the purpose of the meeting. Upon the return of the committee, the Chairman, who is usually the first one named, presents the report, saying: "The committee appointed to draft resolutions is prepared to report." If there is no objection the report is then read and so received. Any member can object to receiving the report of a committee, but he must give good and sufficient reasons for so doing; it is never in order to vote to receive a report after it has been read. When the report has been read it is in order to move that it shall be adopted. It can then be discussed and amended before the vote is taken, or a motion may be made that the report be considered. When such a motion is carried,

the report comes before the assembly for consideration, and may be amended to suit the views of the assembly who will then vote to adopt or accept the report as amended. As soon as the report is read it is the property of the assembly, and the committee is disbanded. The above is the proper method for dealing with the report of any special committee. (See 46.) When the report has been acted upon, the purpose of the meeting has been fulfilled, and a motion to adjourn is in order. If the assembly desire to take further action in regard to the matter under discussion, it can adjourn to meet at the call of the Chair, or at some specified time.

When an assembly simply adjourns it is disbanded and can only reconvene by means of the issuance of another call.

**2. Permanent Society.** When a mass meeting is called for the purpose of organizing a permanent society or club, a committee is appointed to draw up a constitution to be presented at the next meeting. The difference between a

permanent and voluntary organization consists in the fact that the first meets only in response to a call and the second meets under the requirements of a constitution. At a meeting called to organize a permanent society, the first motion in order after the election of the chairman and the secretary is: "I move that we shall proceed to take action to organize a club for (here state purpose). This motion having been seconded and passed by the house, the appointment of a committee to draft a constitution is the next business in order. This committee should be instructed to report at the next meeting. The motion to adjourn should state the time and place of the next meeting.

The second meeting of a permanent society should be taken up with the report of its committee, which is the constitution. When it is adopted they proceed to elect permanent officers under its requirements. Parliamentary law requires a chairman or president and a secretary; it permits of as many officers as an organization sees fit to create. A



president, a vice-president, a recording secretary, a corresponding secretary and a treasurer, are the officers commonly required under an ordinary constitution. Provision should also be made for an auditing committee. The duties of these officers are defined by parliamentary law, and if the constitution calls for the creation of more than these it must define their duties.

The constitution of a permanent organization must contain five articles, and may contain seven. If five, they are as follows:

1. Name and object of the society.
2. Qualification of members.
3. Officers.
4. Meetings.
5. How to amend a constitution.

If seven articles are required they are as follows:

1. Name.
2. Object.
3. Qualification of members.
4. Officers.
5. Meetings.
6. Finances.
7. How to amend constitution.

The sixth article "finances", is important as it should state from what source the club is to derive its income.

The constitution contains the laws of the society. It may also adopt by-laws which state the manner in which the requirements of the constitution shall be carried out. To illustrate: the constitution calls for the creation of a certain number of officers, the by-laws specify their duties. By-laws should contain all the working details of the laws outlined in the constitution. They are simply numbered one, two, three, etc. By-laws should not require as long a notice as the constitution in order to be amended, and may provide for their own amendments by unanimous vote without previous notice. It is an almost universal rule to adopt by-laws, and we usually speak of "Constitution and By-laws," in fact, simply speaking of a club's constitution is considered sufficient to cover both words.

In addition to constitution and by-laws some societies adopt resolutions of a permanent nature, which have some



bearing on the conduct of their meetings, and these are called Standing Rules. A motion obliging every member to be present at the time for opening a meeting or be subject to a fine, would be a standing rule. In order to afford a means of settling quickly and satisfactorily all disputed parliamentary points, it is wise for clubs to adopt some manual as their parliamentary authority and have it so stated in their constitution.

2a. **Constitution.** When the committee appointed to present a constitution is ready to report, the chairman announces that the next business in order is "the hearing of the report of the Committee on the Constitution and By-Laws." The chairman of the committee, after being recognized by the Chair, reads the report. The chairman then says: "You have heard the report of your committee appointed to present a constitution and by-laws, what will you do with it?" Some one should then move, "That the report of the committee be adopted." When this is seconded it is

repeated by the Chair and becomes the question before the house. The Chair then says: "The question is on the adoption of the constitution reported by the committee." He then reads the first article of the constitution, and asks: "Are there any amendments proposed to this article?" If none are offered, after a pause, he reads the next article, and asks the same question, and proceeds thus until he reads the last article, when he says: "The whole constitution having been read, it is open to amendment." If there are no suggested amendments, he says: "Are you ready for the question?" If no one objects he puts the question: "As many as are in favor of adopting the constitution as amended will say *aye*," and then "as many as are opposed will say *no*." He distinctly announces the result of the vote, which should be done in all cases. When an article is amended it is proper to move, "That article be approved as amended." No vote should be taken on the adoption of the several paragraphs, articles or by-laws, as they are

amended, because it is always possible that the assembly shall desire to go back and amend the different paragraphs, articles or by-laws, still further before they are adopted as a whole. Some societies prefer to move, "That the report of the committee appointed to present a constitution be considered." If this motion is carried, the report is read and amended as above, and another vote is taken on the adoption after it has been amended to meet the views of the assembly. When a society once adopts a constitution it must be governed by its requirements. It may be amended under the method prescribed for its amendment but it cannot be set aside. There is an erroneous opinion that a constitution can be set aside by a unanimous vote. There is no authority for this opinion. Neither a constitution, nor any part of a constitution can be set aside by a unanimous vote, but must govern the organization until amended.

**3. Convention.** The third kind of meeting for which parliamentary pro-

cedure is required, is the convention. It is an assemblage of delegates convened for the purpose of electing officers, or for the transaction of any other business relating to the affairs or conduct of the independent body they individually represent. A convention may be assembled as is a mass meeting, by means of the issuing of a call, or it may meet under the requirements of a constitution. In the former case the first business after the assembly is called to order is the appointment of a credential committee. Until this committee report the number of duly accredited delegates present, no vote can be taken. When a convention meets under the requirements of a constitution, the credential committee should be appointed before the convention convenes; in that case, the first business in order after the call to order is the report of the credential committee. The report of this committee calls for a certain number of duly accredited delegates present, and no vote is legal that does not tally with the number reported. All listed delegates should be present or

accounted for when a vote is taken, which directly or indirectly affects the organization they represent.

A delegate is a person sent with representative powers to a convention for the transaction of the business of the organization, which those persons collectively represent. The law requires that they be chosen by ballot. A delegate being a representative of the body sending him to the convention, and having it in his power to pledge his organization to stand by the obligations created by the vote he casts as its representative, must be elected and be able to bring credentials to prove that he is a duly accredited delegate.

Conventions are always called to transact business which has been previously discussed by the organizations represented at them by delegates, and these delegates come with power to vote as they think best for the interest of their organizations, who should instruct them in a general way as to their feelings in regard to the questions at issue. No new business can properly be brought

before a convention for action that has not been previously discussed by the organizations represented at the convention. When a vote is taken it should be by roll call of delegates (54). First, the name of the club should be read and then that of the delegate representing it. Delegates do not vote as individuals but as representatives. No delegate when speaking to a question at a convention should state his individual opinion, but should voice as far as possible the opinion of his club. Conventions are for the purpose of taking combined action along lines previously discussed by the bodies entitled to be represented at them. They also transact their regular business such as the election of officers.

4. **Meetings.** Permanent organizations working under the requirements of a constitution, hold three kinds of meetings. Annual meetings, regular meetings and special meetings. The annual meeting should close the club year and finish the business. All officers should



render written reports at the annual meeting. The annual election is held at the annual meeting, and unless there is a provision in the constitution to the contrary, all newly elected officers take office as soon as elected. Regular meetings are meetings held at regular intervals. The routine business of an organization is transacted at the regular meetings. (For order of business see 14.)

The session of a club is the period over which its business meetings extend. All business closes with the session. Clubs usually meet from Fall to Spring, in which case unfinished business can be left over from one meeting to the next, but all unfinished business must be acted upon at the meeting that closes the session. When a club adopts a line of work covering the period over which its meetings extend, or any program which arranges for all meetings during a certain period, its session is not over until the work or program is completed. When clubs meet continuously through the year, the annual meeting closes the session. No subject can be brought up

for action twice in one session. This is usually expressed by stating that no Main Motion can be renewed in the same session. Clubs should so arrange their constitutions that their session should terminate with the annual meeting, otherwise the unfinished business will hold over, as the annual meeting does not terminate the session.

**5. Quorum.** A quorum of an assembly is such a number as is competent to transact its business. Unless there is a special rule on the subject, or a constitutional requirement, the quorum of every assembly is a majority of all the members of the assembly. If a quorum is not present a discussion may be held, but no business can be transacted, and the only motion in order is to adjourn. In permanent organizations it is customary to adopt a small number as a quorum and this number is stated in the By-Laws.

**6. President.** The Chairman or President is elected as the executive officer of the club. He should preside at all meet-



ings of the club and of the Executive Board. He must see that the requirements of the constitution are strictly carried out and that all proceedings are conducted according to parliamentary procedure. He is there to carry out the will of the club, not his own, and should therefore refrain from expressing any opinion while in the chair. If he desires to speak to a question before the house he must leave the chair, which should be occupied by the Vice-President while the President is speaking. When a member rises to speak, the President must repeat his name and thus accord his recognition and the floor. If two rise simultaneously the Chair can decide on the one he will recognize first, but the other must be recognized when the one chosen has spoken. A president stands when he addresses the house and sits when the members address him. When a motion is made and seconded it should be submitted to the Recording Secretary in writing. It is then repeated by the Chair and becomes the question before the house, and the Chair announces that

the subject is open for discussion. Common usage has fixed a time limit of three minutes or less, as a wise provision for ordinary club discussions. A president should never take part in a discussion unless he feels the club requires some information that he alone can give, or unless some principle is involved. If he once allows the club to feel that he is partisan, he loses much of his influence. The President must preserve order. One stroke of the gavel calls the club to order, three strokes calls an unruly meeting to order. When an improper motion is made, instead of simply ruling it out of order, the Chair should explain why it cannot be put, and if possible, suggest one on the line that can. It is his business to see that the will of the club is carried out, and if they err through ignorance, he should guide them aright. A president can refuse to entertain a motion that he sees is introduced in order to cause unnecessary disputation. If the majority of the house is with him, they will sustain him if his decision is appealed from. The Chair cannot rule

a motion out of order, the purpose of which is simply to delay action; it is only justifiable when it is perfectly clear that the opposition is trying to obstruct business. All questions of privilege or order are decided by the Chair, subject to appeal. A president should above all things be self-controlled; he cannot control others if he cannot control himself. In case of a tie, the Chair can throw the casting vote, and if a two-thirds vote is necessary and his vote thrown with the minority would defeat the measure, he has a right to cast it. He may also vote with the minority when it would produce a tie vote and so cause the motion to fail. When the vote is by ballot he is entitled to vote as a member of the assembly. The President must authenticate by his signature, all the acts of the assembly as occasion may demand, and must stand for and represent the organization at all times, and in all things obey its commands. All chairmen and presidents should remember that, "The great purpose of all rules and forms is to subserve the will of

the assembly rather than to restrain it; to facilitate and not to obstruct the expression of their deliberate sense."

7. **Vice-President.** The Vice-President is elected for the purpose of fulfilling the President's duties when he is absent. He should also assist the President in every way in his power, to carry on the work of the club.

8. **Recording Secretary.** A Recording Secretary is always seated upon the platform. He takes notes of the proceedings and embodies them in the minutes, which are a record of action taken. In the absence of the President and Vice-President the Recording Secretary presides over the meeting. In that case the minutes are taken by the Corresponding Secretary. All official documents belonging to a club are in the hands of the Recording Secretary. During the course of a meeting the Recording Secretary advises the Chair as to what business is in order. When a motion is made it should be written down,

together with the name of the mover and seconder, and given to the Recording Secretary, who reads it before the President gives it to the club. After a motion is read by the Recording Secretary the Chair may say, "You have heard the motion, what is your pleasure?" and so throw it open for discussion. When motions are not submitted in writing, they are repeated verbally by the Chair.

9. **Minutes.** The Recording Secretary keeps the minutes of the assembly, which are a record of action taken. Motions that are withdrawn do not appear on the minutes. All motions that are put to a vote appear on the minutes, together with the names of the mover and seconder and the result of the vote. Motions should be recorded as follows: "Moved by Mr. A., seconded by Mr. B." that such and such action be taken. Carried or lost, as the case may be.

The minutes should be neatly written in ink in the record book, leaving a margin for corrections. After they are ap-

proved it is in order at any future time for the society to further correct them, regardless of the time that has elapsed and the number of times they may have been corrected. The minutes should be signed by the person who acted as secretary. If the Recording Secretary did not take them then the signer should sign as secretary *pro tem*. In some societies the President must sign them in addition to the Secretary. Under no circumstances should criticism, either favorable or unfavorable, appear in the minutes. If a club desires to have a record kept of the speeches delivered in the course of the meeting, there is no objection, but it is better to confine the minutes to their legitimate function, the record of action taken, and appoint a Recorder to take notes on the speeches or debates.

10. **Corresponding Secretary.** The duties of a Corresponding Secretary are such as the name indicates. He attends to all the correspondence of the society, sends out all notices, notifies members of their election, keeps the official



list of the members of the club, and attends to all clerical work that is not a question of records.

**11. Treasurer.** The Treasurer has charge of all the funds of the society. He collects and holds the initiation fees and dues and dispenses them as directed by the club. He presents a statement at every business meeting, and renders a report once a year. His yearly report, previous to its reception by the club, must go before the Auditing Committee. The Treasurer pays all bills that have been authorized by the club or the Executive Board, but before they are paid they must be approved by the President.

**12. Auditing Committee.** When the Treasurer's yearly report is completed it is referred to an "auditing committee," consisting of one or two persons, who examine the Treasurer's books and vouchers, and certify on his report that they "have examined his accounts and vouchers and find them correct, and the

balance on hand is," etc., stating the amount on hand. The Auditing Committee's report being accepted, is equivalent to a resolution of the club's to the same effect—namely, that the Treasurer's report is correct. The details of dates and separate payments for the same object are a hindrance to the Treasurer's statements rendered at the regular meetings, being understood, and are a useless waste of the club's time. They should be left to the Executive Board and the Auditing Committee.

**13. Honorary Officers.** Honorary Officers are created by the vote of the club, and hold office subject to the will of the club. They have no privileges or duties, and it is customary to hold them exempt from the payment of dues.

**14. Order of Business for a Regular Meeting.** This order of business is inserted, together with the necessary remarks which the Chair should make, in the hope that it may be found useful by inexperienced chairmen.



**Call to Order.** "The meeting will please come to order."

**Reading of Minutes.** "We will now listen to the minutes of the previous meeting." After the minutes have been read: "You have heard the minutes; if there are no corrections they will stand approved as read." If they are corrected, "With these corrections they will stand approved as read;" to which may be added after a moment's delay, "They are so approved."

**Statement of Treasurer.** "We will now hear the statement of the Treasurer." When statement has been read the Chair will say: "The statement of the Treasurer will be received as read."

**Corresponding Secretary.** The Chair will ask; "Has the Corresponding Secretary anything to bring before the club? If a resignation is read or any other communication it is acted upon."

**Chairman of Standing Committees.** The Chair inquires of the Chairman of each of the Standing Committees, if he has any remarks to make in regard to the work of his committee.

**Special Committee.** If the report of any Special Committee is in order, this is the place to introduce it.

**Unfinished Business.** "Is there any unfinished business to come before the club?"

**New Business.** "Any new business?"

**Topic of the Day.** If there is a topic to be discussed or a paper to be read, this is the proper time.

Announcements.

Motion to adjourn.

## 15. Order of Business for Annual Meeting.

Call to order.

Reading of minutes.

Report of President.

Report of Vice-President.

Report of Recording Secretary.

Report of Corresponding Secretary.

Report of Treasurer (read).

Report of Auditing Committee.

Report of Treasurer put to vote.

Report of Standing Committees.

Report of Special Committees (if any).

Unfinished Business.

New Business.

Election of Officers.

Motion to Adjourn.

All reports presented at the annual meeting must be voted upon.

**16. Proper Form of Minutes.** The following is a form of minutes which may be employed to record the action taken at a regular meeting, and modified to meet the requirements of other meetings.

“At a regular meeting of the Parliament Club, held on the 8th day of April, 1904, at Union Hall, the President called the meeting to order at 10.30 A.M. The minutes of the previous meeting were read and approved; the statement of the Treasurer received as read. The Corresponding Secretary read a letter from the President of the Progress Club, congratulating the Parliament Club on the good work they had done along parliamentary lines. Moved by Mr. L., seconded by Mr. R., that the Corresponding Secretary be instructed

to write a letter of thanks to the President of the Progress Club. Carried. The Chairman of the House Committee announced that an electric fan had been placed in the hall assuring better ventilation. Moved by Mr. R., seconded by Mr. H., that the members of the Parliament Club be requested to be in their places at 10.30 A. M. Carried. The Committee on Procedure then took charge of the meeting, and the Chairman, Mr. K., gave an interesting talk on the 'Relative Value of Law and Order.' Moved by Mr. J., seconded by Mr. X., that the meeting do now adjourn. Carried. Meeting adjourned at 12 A. M.

K. R., *Secretary.*

**17. Executive Board.** Almost all organizations feel the need of having some executive body which is usually called an Executive Board or Governing Board. If an organization is incorporated, the powers and responsibilities of this Board are defined by law; if they are not incorporated, the powers of the Board must be defined by the constitu-

tion. As the officers are always members of this Board, and it is the executive body of the organization, it is proper for the President to preside at its meetings. Many clubs state in their constitutions that their Executive Board shall have a Chairman who shall *not* be the President, and thus deprive their President of his rightful position, which is that of head of their Executive. It is the undeniable right of a President to preside over the Executive Board, and if a Chairman occupies this position he acts as the President's agent. A president is elected to assume control of the business of the club; it is therefore clear that he has a right to preside over the body where most of the business is transacted. He is held largely responsible before the world for the manner in which his club is conducted; he should therefore be in a position to control as far as possible the manner in which the business is conducted, and not be a simple member of a board of which he is the logical head. The method of electing the officers and other members of this

Board, must be defined by the constitution.

**18. Introduction of Business.** All business should be brought before the assembly by a motion of a member, or by the presentation of a communication to the assembly. When motions are necessary in order to facilitate routine business, the Chair can dispense with the formality of having any mover and seconder. In that case he suggests the proper motion, and, if there are no objections, it is passed by tacit consent. Before a member can make a motion or speak on any subject, he must *obtain the floor*. To do this he must rise and address the Chair. If the presiding officer is a gentleman, he must say, "Mr. Chairman," or "Mr. President," as the case may be. If the presiding officer is a lady, he substitutes "Madam" for "Mr." The Chair recognizes the member by repeating his name. If the name is not known he must ask for it. When the name is repeated the member has been recognized and has a right to speak.



If two or more members rise at the same time, the Chair must decide who is entitled to the floor, which he does by announcing that member's name. From this decision of the Chair, any two members can appeal (See 29). When the Chair is in doubt as to who is entitled to the floor, he can allow the assembly to decide the matter by vote. In deciding whom to recognize, the Chair should be guided by the following principles: (1) The member who made the motion has the first right to the floor to speak to his motion. (2) A member who has already spoken to the motion cannot be recognized unless no one else desires the floor. (3) Under the rules of parliamentary procedure, the floor must be accorded alternately to the affirmative and negative. After the floor has been assigned to a member he cannot be interrupted by anybody, except (1) to have a motion to reconsider, entered on the minutes, (2) a question of order, (3) an objection to the consideration of the question (4) a call for the orders of the day, or a question of privilege. A member who ob-



tains the floor and desires to make a motion says, "I move," and then states his motion. If it is not seconded it is not noticed by the Chair. If it is seconded it is at once repeated by the Chair. When a motion is made it is a suggestion; any member present, with the consent of the mover, can suggest a change in the wording. After it is seconded it becomes a motion, and the wording can only be changed with the consent of the mover and seconder. When it is repeated by the Chair it becomes the question before the house, and the wording can only be changed with the consent of the house. (See 25). A motion that has once been repeated by the Chair is the property of the house, and can only be withdrawn with their consent. It is also the question before the house and must be disposed of before another question, or Main Motion can be introduced. As soon as a motion has been given the assembly, it is in order for the mover to speak to his motion. He should state why he made it and what effect he considers it will have if passed.

Before any subject is open for discussion it must be introduced by a motion. It is necessary first, that a motion be made by a member who has the floor; second, that it be seconded; and third, that it be stated by the presiding officer. When it is moved it is a suggestion; when seconded, it becomes a motion; when repeated by the Chair it is the question before the house. A president has a right to request that all motions be submitted in writing. He can also request the Recording Secretary to read the motions submitted.

While, generally speaking, all motions require to be seconded there are a few exceptions: "Call for the Orders of the Day; a Question of Order; an Objection to the Consideration to a Question and purely routine motions." In the last instance, the presiding officer merely announces that, if no objection is made, such will be considered the action of the assembly.

19. **Main Motion.** A Principal or Main Question is a motion made to bring be-

fore the assembly, for its consideration, any particular subject. A Main Motion can only be introduced once during a session. It yields to all Privileged, Incidental, Subsidiary and Miscellaneous Motions; it takes precedence of nothing. All business is introduced by means of a motion and this motion is called the Main Question or Main Motion. All motions we know are questions that remain before an assembly until some conclusion is arrived at. A Principal or Main Motion is one that suggests action and therefore yields to all motions that directly refer to it, and do not call for different action. A club may have but one Main Motion before it at one time.

**20. Subsidiary Motions.**—Motions are classified as Subsidiary, Incidental, and Privileged. The more unimportant a motion is the more highly is it privileged. The Main Motion is the most important, and it yields to all the other motions. Next in importance rank the Subsidiary Motions. They are:

To Lay on the Table.

The Previous Question.

To Postpone to a Certain Time.

To Commit.

To Amend.

To Postpone Indefinitely.

Any of these motions (except to amend) can be made when one of a lower order has the floor. In the following cases they can be applied to each other. When the motion to Postpone to a Certain Day is before the house, the Previous Question can be applied to it without affecting the Main Question. When a Main Question and an amendment is before the house, the Previous Question can be applied to the amendment without effecting the Main Motion. The motions to Postpone to a Certain Day, to Commit and to Amend, can be amended; a motion to Amend the minutes can be laid on the table without carrying the minutes with it.

**21. To Lay on the Table.** The motion to Lay on the Table being the most highly privileged of all the Subsidiary

motions, takes precedence of the others. It may be moved after the Previous Question is before the house, provided the result of the vote on the Previous Question has not been announced. It yields to any Privileged or Incidental Question. It is not debatable, and an affirmative vote on it cannot be reconsidered. If carried it removes the question before the house from its consideration until such time as the assembly vote to take it up again. When a member desires to make this motion he says: "I move to lay the question on the table." When it is desired to take it off the table and bring the question before the house again, a motion is made—"That the question be taken from the table." This motion is undebatable and cannot have any other subsidiary motion applied to it. Its object is to postpone the subject in such a way that it can be taken up at any time, either at the same, or at some future meeting, which could not be accomplished by the use of a motion to postpone. Some hold the erroneous opinion that a motion once tabled can-

not be brought up in the same session. This is not so; a motion can be taken off the table at any time, provided the assembly so vote. When this motion is carried it removes from the consideration of the assembly, not only the question on which it is moved, but all questions connected with that question. If a Main Motion is before the house and an amendment to the Main Motion has been moved, the motion to lay on the table, if carried, would table not only the Main Motion but the amendment. To this rule there are certain exceptions. An appeal from the decision of the Chair, if tabled, has the effect of sustaining the Chair for the time being at least, and does not table the original subject. When a motion to reconsider is laid on the table, the original motion is left just where it was before the reconsideration was moved. An amendment to the minutes may be laid on the table without carrying the minutes with it. This motion is very valuable when it is desired to defer action until a more propitious time, but the majority should remember



that the minority may stay until the moment of final adjournment, and then be in the majority and take up and act upon the motion laid on the table.

**22. The Previous Question.** The second of the Subsidiary Motions is the Previous Question. This motion takes precedence of every debatable question. It yields to Privileged and Incidental Questions and to the Subsidiary Motion to Lay on Table. It is undebatable, cannot be amended or have any other Subsidiary Motion applied to it, it requires a two-thirds vote, and if carried, the debate is instantly closed, and the assembly vote at once on the pending business. A member may submit a resolution and at once call for the Previous Question on the resolution. When a member calls for the Previous Question, and the call is seconded, the Chair must at once say: "The Previous Question has been moved and seconded; all those in favor of closing the debate will say *aye*," after the *ayes* have been counted, which usually requires a standing vote, the Chair will



say, "Those opposed will say *no*." If the motion is lost, the discussion continues as if it had not been made; if the motion is carried, the pending question is at once put to vote without further debate. Another form of putting the Previous Question is: "It is moved and seconded that debate shall now cease." Presiding officers should be sure that the meaning of this motion is clearly understood before it is put to vote. Often the motion is carried and then the assembly feel indignant because further remarks are not in order. Another common error is to think that an affirmative vote on the Previous Question is an affirmative vote on the pending question, or *vice versa*. The Previous Question is simply an expression of the will of the assembly as to their readiness to close debate on the question they are discussing. When the Previous Question is carried, the motion that the house has been discussing, which is called "the pending business," is at once put to vote. If a motion had been introduced in regard to arranging for an annual

dinner, and after a certain amount of discussion the Previous Question was called for and carried, the question of the dinner would immediately be put to vote. If the motion in regard to the dinner had been amended, and the Previous Question carried, the amendment would first be put to vote and then the motion regarding the dinner; if the motion regarding the dinner had been amended and then it had been moved to refer the matter to a committee, and the Previous Question should then be carried, the motion to Commit would at once be put, and if carried, *that* would exhaust the effect of the Previous Question. When a Main Question is before the assembly and it has been amended, the mover of the Previous Question may limit its effect to the amendment. Unless its effect is thus limited by the mover as follows, "I move the Previous Question on the amendment," the effect of the Previous Question will not be exhausted until the amendment and Main Question have been voted upon. To sum up; if we have a Main Question be-

fore us, and an amendment to that Main Question, and some member moves the Previous Question, it is seconded, repeated by the Chair, and carried by a two-thirds vote; the Chair at once puts the amendment to vote, then the Main Motion; with that vote the effect of the Previous Question is exhausted. As has been said above, the member calling for the Previous Question can limit its effect to the first amendment, but if it is not so limited its effect is not exhausted until all business before the house has been put to the vote. The Previous Question is the only means a member has at his command to stop debate or to ascertain if debate can be stopped. If the Chair feels debate has been sufficiently prolonged he may say: "Are you ready for the Question?" But unless he says this it is disorderly and rude for members to call *Question*. Their only course, if they are weary of debate, is to call for the Previous Question. Under the rules of English procedure the Previous Question is used not to end debate

but to prevent it, and is moved as soon as a question is given the house.

### 23. To Postpone to a Certain Day.

This is the third of the Subsidiary Motions. It takes precedence of the motions to Commit, or Amend, or Indefinitely Postpone. It yields to any Privileged or Incidental Motion and to the first two of the Subsidiary Motions, to Lay on the Table and the Previous Question. It may be amended by altering the time. It admits of a short debate on the advisability of the postponement. The Previous Question can be applied to it without affecting other pending business. The form of this motion is: "I move that the further consideration of this question be postponed until (here state time)." If carried, the consideration of the question is deferred until the time specified when it becomes part of the Orders of the Day, and is taken up under unfinished business and takes preference of everything except a Privileged Question. If a motion to consider the question at once can be carried by a

two-thirds vote before the time set by the motion to postpone, the postponement is set aside and the question is considered at once. It is not in order to postpone to a time beyond the limits of the session. When this motion is introduced at a meeting of a society which does not hold regular meetings, the date of the next meeting must be ascertained before the motion is put. If a special meeting is to be called, and it is desired to postpone the consideration of a question until then, the date of the special meeting must be ascertained before the motion to postpone is framed. When a question is presented about which very little is known, it is often wise to move a postponement with a view to obtaining information in regard to the subject. It is a motion that delays action.

**24. To Commit, or Refer.** It is usual in deliberative assemblies to have all preliminary work, necessary to prepare for the action they desire to take, done by committees. All committees are created under the Subsidiary Motion To

Commit, unless they are created under the requirements of a constitution. To Commit, is the fourth of the Subsidiary Questions and takes precedence of the motions to Amend or To Postpone Indefinitely. It yields to any Privileged or Incidental Question, and to the Subsidiary Motions To Lay on the Table, The Previous Question, and To Postpone to a Certain Day. It can be amended by altering the number of the committee or inserting instructions to guide it in the manner in which its work shall be conducted, or by defining its powers. It is debatable and opens to debate the merits of the question it is proposed to commit. If the matter has already been in the hands of a committee, this motion is to Recommit. The form of this motion is, "I move that the question before us be referred to a committee." The motion can be so worded as to define the number of the committee and the method of its appointment, as follows: "I move that the question before us be referred



to a committee of five to be appointed by the Chair." If the motion does not state the number of the committee and the method of its appointment, the Chair should ask "What is the pleasure of the house in regard to the number of the committee and the method of its appointment." He may say, "Of how many shall the committee consist?" "By what method shall they be appointed?" When committees are appointed by the Chair, the first person named is Chairman unless the committee, by a majority vote of its members, elect another chairman. If a committee is appointed by the Chair, the Chairman can be specified and no change can be made by the committee. Sometimes the Chair has power to appoint a chairman and allow him to choose his own committee. If the committee is nominated by the house, no member may nominate more than one name unless by general consent. If only the necessary number of names are nominated by the house they can be



put to vote collectively as follows: "As many as are in favor of these gentlemen constituting the committee will say *aye*." If the nominations made are more than the number decided upon for the committee, the names are voted upon singly, or preferably by informal ballot (see 53). Committees, as a general rule, should consist of an odd number, but there are many exceptions. If for action, they should be small, if for deliberation, they should be large. When the number of which a committee should consist is being discussed by the house, the smallest number suggested is always voted upon first. Committees are of three kinds, (1) Committee of the Whole (see 43); (2) Standing Committees (see 44); (3) Special Committees (see 45). Discussions in regard to delicate and troublesome questions should be confined to committees, and kept, as much as possible, from the floor of the open meeting. A committee is in all cases the creature of the assembly that creates it, and can in no case exceed its instructions. In some constitutions the

president is made ex-officio a member of all committees. This permits but does not require that a president act as member of committees. The President is not a member of any committee except by virtue of a special rule, unless he is so appointed by the assembly.

**25. To Amend.** This motion takes precedence of nothing but the question it is proposed to amend. It yields to all Privileged and Incidental Questions, and to the Subsidiary Questions, To Lay on the Table, The Previous Question, To Postpone to a Certain Day, and To Commit. It takes precedence of the sixth Subsidiary Question, To Postpone Indefinitely. It can be applied to all motions which may be amended. (See list at the end of this section.) It can be amended, but this amendment of an amendment cannot be amended. An amendment must be germane to the sense of the motion it is intended to amend; but it may conflict with the spirit of the original motion. A motion to authorize the expenditure of fifty dol-

lars for a rug may be amended to authorize the expenditure of fifty dollars for some other article of furniture. An amendment may be made by adding, inserting, or striking out, or by a combination of any or all of these three methods. When a motion is presented to take the place of the one before the house, it is called a substitution and can only be moved as a first amendment. Any number of amendments may be made one by one, but only one amendment, and one amendment to that amendment may be before the house at the same time. A question can only be amended in one place at one time, it is not possible to amend a question in different places at the same time. A first amendment may be amended, but the amendment must be an amendment to the first amendment and not another amendment to the main motion. To illustrate, if it had been moved "That the House Committee be authorized to buy a rug," and a first amendment had been moved, to the effect, "The cost not to exceed fifty

dollars," the second amendment, or more properly the amendment to the amendment, must be confined strictly to this question of cost. The following rule may be found helpful: "The second amendment must bear the same relation to the first amendment as does the letter B to the letters A and C, and not the relation that W bears to A and C." The amendment to the amendment is primarily an amendment to the first amendment and only secondarily (that is to say, through the medium of the first amendment); an amendment to the main question only an amendment when it is moved in a suggested change in the wording of a motion, a change which may conflict with the spirit but must be germane to the subject of the motion it is intended to amend. When an amendment is carried it at once becomes an integral part of the motion it amends. An amendment once agreed upon by the assembly cannot be further amended. To illustrate: If our Main Motion consist of the letters A and B and it is moved that C be inserted

between A and B, and the amendment is carried, C cannot afterwards be amended, because it has been agreed to in that form, and, so, if it is moved to leave out B, and that amendment is carried, B cannot afterwards be amended, because that would be in the nature of a vote to set aside the will of the house. The only method to be pursued in either of the above cases is to move a reconsideration on the amendment. As the assembly is not necessarily obliged to consider a question merely because it is regularly moved and seconded, it is consequently possible, with the consent of the house, to allow an entirely different motion to be substituted for the one before them, provided the first one has not been discussed.

When a question consists of two or more distinct propositions it is in the power of the house to have the question divided and to consider the propositions separately. This is called "A division of the Question" and is one form of amendment. To illustrate: If a motion was before the house calling for the

appointment of a committee to arrange an entertainment with power to spend a certain sum of money, it might be moved that the question be divided and the feasibility of placing the matter of the entertainment in the hands of a committee be first considered and then the amount to be expended. When a question is divided the different propositions are voted upon separately.

Another form of amendment is called the Filling of Blanks. Sometimes a motion is presented to the assembly with a date, a number, or a sum of money unspecified, thus making the motion incomplete. The completion of such a motion is done by means of this form of amendment, the Filling of Blanks. It is treated somewhat differently from other forms of amendment in that any number of members may propose without a second, different dates, numbers or sums, as the case may be. These are treated as independent propositions and voted upon separately, the smallest number or sum, and the longest date being voted upon first.



26. **An amendment to a Constitution and By-Laws** requires previous notice and two-thirds vote, unless the instrument provide some other method for its own amendment. Organizations holding infrequent meetings often consider it wise to provide that the By-Laws may be amended by a unanimous vote without previous notice. An amendment to a Constitution or By-Laws cannot be enforced to affect action already agreed upon. To illustrate: If a club has made arrangements to hold an election and the nominees have been decided upon, no amendment affecting their eligibility to hold office could be enforced. Any amendment in regard to the eligibility of the members to hold office passed after a ticket has been accepted cannot affect the nominees on that ticket. An amendment to a Constitution or By-Laws cannot be passed and acted upon at the same meeting, but By-Laws may be amended and the amendment take effect at the same meeting, provided the amendment is one that does not interfere with the



rights or privileges of any of the members. Minutes may be amended or corrected at any time. The following motions cannot be amended:

To Adjourn (when unqualified).

A call for the Orders of the Day.

Incidental Questions.

To Lay on the Table.

The Previous Question.

An Amendment to an Amendment.

To Postpone Indefinitely.

To Reconsider.

27. **To Postpone Indefinitely.** This is the sixth of the Subsidiary Questions. It takes precedence of nothing but the Main Motion and yields to any Privileged or Incidental Question, and to the Subsidiary Questions, To Lay on the Table, the Previous Question, to Postpone to a Certain Day and to Commit. It can be applied to nothing but a Question of Privilege and the Main Motion. It cannot be amended. When this motion is made it brings the question which it is proposed to postpone before the house for discussion. When this

motion is carried it removes the question indefinitely postponed from before the house for the remainder of the session. It is, in fact, equivalent to having the question defeated. When this motion is pending and the Previous Question is called for, the effect of the Previous Question is limited to the motion to Postpone Indefinitely.

**28. Incidental Questions.** Incidental Questions are such as arise out of questions that present themselves in the course of the meeting and consequently take precedence of, and are decided before, the questions which give rise to them. They yield to Privileged Questions and cannot be amended. They are undebatable with the exception of the first, which under certain circumstances is open to debate. They are:

Questions of Order and Appeal.

Objection to the Consideration of the Question.

The Reading of Papers.

Withdrawal of a Motion.

Suspension of the Rules.

29. **Questions of Order and Appeal.** A question of order naturally takes precedence of the question giving rise to it, and must be decided by the presiding officer without debate. When a member thinks that the business before the assembly is being conducted in an unparliamentary manner, he rises in his place and addresses the Chair, saying, "I rise to a point of order." He is then asked to state his point of order, which he does. The presiding officer at once rules on the question of order. If his ruling is displeasing to the member, he can say, "I appeal from the decision of the Chair." If the appeal is seconded it may be put to vote as follows, "Shall the decision of the Chair stand as the judgment of the assembly?" or, "Shall the decision of the Chair be sustained?" (The word "club" can be used instead of assembly.) This vote is usually a standing vote, but it can be taken by acclamation. (See 53.) An appeal, if debatable, may be given the assembly to decide. In that case the presiding officer asks for expressions of opinion, and

states the reasons upon which he bases his decision without leaving the chair. When an Appeal relates simply to indecorum, or to the priority of business, or if it is made while the Previous Question is pending, it is undebatable. When an appeal is debatable, the motion to Lay on the Table can be applied to it; but if this motion is carried and the appeal is tabled, the original subject before the house is not tabled. (See 22.) The Previous Question can also be applied to an appeal that is open to debate, and the effect of the Previous Question is exhausted on the appeal. The vote on an appeal may be reconsidered. When an appeal is being discussed no member of the house may speak more than once. In all cases the presiding officer should not put an appeal to vote until he is assured that the house clearly understands the question at issue, and this is true of all questions. After the vote is taken the presiding officer announces that the decision of the Chair is sustained, or reversed, as the case may be. It is the duty of the

presiding officer to preserve order and enforce parliamentary law. He should always be supported by the house unless it is seen that his conduct is willfully unjust and arbitrary; or that he is using his position as presiding officer to carry out his own will and not the will of the assembly.

**30. Objection to the Consideration of a Question.** If a question presented to the assembly is displeasing to any member, or there is a member present who considers the question should not be discussed by the house, he may Object to the Consideration of the Question. This objection must be moved as soon as the question has been repeated by the Chair; if any one has spoken to the motion the objection is not in order. It does not require to be seconded and can be made while another member has the floor. It cannot be debated or amended, or have any other Subsidiary Question applied to it. When an objection is moved it is worded as follows: "I object to the

consideration of the question." The Chair immediately puts the question to vote, but as all motions must be in the affirmative, he says, "All those in favor of the consideration of the question will say *aye*." If the *ayes* are in the majority the objection is lost; if the *noes* are in the majority the objection is sustained. This is a motion that is sustained by a negative vote; and in order to sustain the objection the negative vote must be a two-thirds vote. If the objection is sustained the whole matter is dismissed for that session; if the objection is lost the question is at once discussed. The motion is not used to cut off debate, but to avoid the discussion of questions which promise to create contention, or are irrelevant.

31. **Reading of Papers.** Any matter coming before the assembly for settlement must be plainly stated before it is voted upon. If it is in the form of a paper any member can request to have it read, or reread, if he is in need of further information. If the request is



plainly to obtain information, the Chair should grant it, or sustain the request. If, however, a member desires to take up the time of the assembly with a speech, or a paper that has no part in the Orders of the Day, or if a stranger desires to be heard on any subject, the consent of the house must be obtained. If there is one objection to the time being awarded to any speaker whose speech or paper is not part of the Orders of the Day, it must be put to vote. The time at all meetings belongs to the assembly and can only be allotted with its consent. It agrees to carry out the Orders of the Day, but nothing further can be introduced without its consent.

**32. Withdrawal of a Motion.** After a motion has been repeated by the Chair it becomes the question before the house and can only be withdrawn by the consent of the house. If the mover of the motion desires to withdraw his motion, he can ask the Chair if he will be permitted to do so. The Chair at once puts the question to the house as



follows, "If there is no objection Mr—— will be permitted to withdraw his motion." If there is an objection, then the question of withdrawal must be put to vote. This motion cannot be debated or amended. The consent of the seconder does not have to be obtained specifically. He can object to the withdrawal of the motion as can any other member of the house. One objection necessitates a vote. When a motion is withdrawn no mention is made of it in the minutes.

**33. Suspension of the Rules.** When it is desired that any rule governing the meeting should be suspended it must be moved and seconded and put to vote. This motion applies only to standing rules. It is never possible to suspend, even by unanimous vote, any provision of the Constitution or By-Laws. An assembly may suspend any rule that they have seen fit to adopt to facilitate the conduct of their meetings, by a two-thirds vote. This motion is not debatable and cannot be amended, no Sub-

sidiary Question can be applied to it, a vote on it cannot be reconsidered, nor can a motion to suspend the rules for the same purpose be renewed at the same meeting. If a rule exists that confers a right on a minority of the assembly, said rule cannot be set aside except by unanimous consent. The form of this motion is, "I move to suspend the rule for (here state time if necessary) which interferes with, etc.," here state purpose of desired suspension. When assemblies adopt Standing Rules it is wise to have them provide for their own suspension.

**34. Privileged Questions.** These questions are very highly privileged because they are, as a rule, quickly disposed of. They take precedence of all other questions, and are undebatable unless they relate to the rights of the assembly or its members. They are:

To Fix the Time to which the Assembly shall Adjourn.

To Adjourn.

Question Relating to the Rights and

Privileges of the Assembly or its Members.

Call for the Orders of the Day.

**35. To Fix the Time to which the Assembly shall Adjourn.** This motion is very highly privileged and takes precedence of all other motions. It can be made when a motion to Adjourn is before the house, provided the result of the vote on the motion to Adjourn has not been announced. If it is made when another motion is before the house it is undebatable. If no other motion is before the house it is debatable. It can be amended by altering the time. The form of the motion is, "I move that the assembly adjourn to meet at—" (here state time). Another form is, "I move that when this assembly adjourns, it adjourns to meet at—" (here state time).

**36. To Adjourn.** This motion takes precedence of all motions except the motion To Fix the Time to which the Assembly shall Adjourn. It is not

debatable and cannot be amended, although the preceding motion may be substituted for it. No Subsidiary Question can be applied to it nor can a vote on it be reconsidered. If it is qualified in any way it loses its privileged character, and stands on the same footing as any Main Question. If it were moved that the assembly should adjourn after the program were completed the motion would be qualified and would therefore admit of debate and lose its privileged character. When a motion to Adjourn is carried before the business of the meeting is concluded, the business thus interrupted is the first thing in order after the reading of the minutes at the next meeting. An adjourned meeting is legally the continuation of the meeting of which it is an adjournment. When a meeting is adjourned before the business before it is finished, and that meeting closes the session, the unfinished business can be introduced at the next session as new business on the same footing as if it had never been before the assembly. A motion to

Adjourn cannot be made when another has the floor, nor can it be introduced when a vote is being taken; but it is in order after the vote on any motion has been taken and before the result of the vote is announced. A motion to Adjourn can be renewed provided there has been intervening business, as can any motion other than a Main Motion.

**37. Questions of Privilege.** Questions relating to the rights and privileges of the assembly or its members, are called Questions of Privilege. These are in order at any time that a member can obtain the floor, and take precedence of all other questions excepting the motions to Fix the Time to Adjourn, and To Adjourn. When a Question of Privilege is stated the Chair at once decides whether it is a Question of Privilege or not. From his decision any two members may appeal. If the question is one requiring immediate action, it can interrupt a member's speech. When a member desires to present a Question of Privilege, and has

obtained the floor, he says, "I rise to a Question of Privilege." The Chair requests him to state his question and then decides what shall be done with it. If the question is admitted, it may be decided at once by the Chair, or it may be debated; the character of the question would decide these points. A Question of Privilege, when debatable, may be laid on the table, referred to a committee, or have any other Subsidiary Question applied to it. In such a case the effect of the Subsidiary Question is exhausted on the Question of Privilege, without affecting any other question which may have been interrupted by the Question of Privilege. When some decision has been reached in regard to the Question of Privilege, the assembly resumes the consideration of the question which it interrupted. This motion must not be confused with Privileged Questions (see 34), the latter include this motion and several more. Questions of Privilege which involve the rights of the assembly take precedence over those that simply involve the rights of a member of the assembly.



38. **Orders of the Day.** The order of business or program, which an assembly has agreed to carry out, becomes the Order of the Day. If the presiding officer allows them to be set aside any member can call for the Orders of the Day or, in other words, ask that the order of business agreed upon be carried out. This motion does not require to be seconded. A call for the Orders of the Day takes precedence of all other questions, excepting to Reconsider, to Fix the Time to which the Assembly shall Adjourn, to Adjourn, and Questions of Privilege. It is undebatable, cannot be amended, and is in order when another member has the floor. Orders of the Day are divided into two classes, Special Orders, and General Orders. A regular Order of business would come under the head of a Special Order, and a call for the carrying out of the regular Order of business would take precedence over a call for the General Orders. These last refer to questions, the consideration of which have been deferred until a certain time, or to the carrying out of a pro-



gram. General Orders cannot interfere with the established rules of the assembly. It is customary for every club or society to adopt a regular order of business, and this would come under the head of Special Orders. A program that a club or society may adopt which calls for the reading of papers, or some other form of entertainment, would come under the head of General Orders. Both Special and General Orders are included in this motion, and if the Orders of the Day are called it simply means that the member wants the business which is in order at the time the call is made to be brought before the assembly. As has been previously stated, the time of the assembly cannot be taken up, excepting in such a manner as it has previously agreed upon, without its consent. The proper form of this motion is, "I call for the Orders of the Day." In this, as in all cases, the floor must first be obtained. The motion is put as follows: "Shall the Orders of the Day be taken up?" or "Will the assembly now proceed to the Orders of the Day?"

Those in favor will say *aye*, Those opposed will say *no*." If the assembly is carrying out a program that specifies the hour at which each question shall be considered, it is not always necessary to put the motion to vote, as the Chair may take it for granted that the assembly desires to abide by their program. One objection would, however, necessitate a vote. The effect of this motion is to remove the question under consideration from before the assembly as if it had been interrupted by an adjournment.

**39. Miscellaneous Motions.** The Miscellaneous Motions are motions that refer to action already taken, and are introduced with a view to set aside or modify said action. They are:

Rescind.

Renewal of a Motion.

Reconsider.

**40. Rescind.** When an assembly desires to withdraw from some course of action they have decided to pursue, and

it is too late to Reconsider, the only alternative is to Rescind. This motion has no privilege, but stands on the same footing as a new motion. Any action that involves the society in a contract with an innocent third party cannot be rescinded without his consent. A motion may be rescinded regardless of the time that has elapsed. When it is desired not only to Rescind an action, but to express very strong disapproval, the assembly may vote to Rescind the action and have it expunged from the minutes. If this is carried, a line is drawn around or through the record of the action taken in the minutes, and across this record is written, "Expunged by order of the assembly." The form of this motion is: "I move that (here state action) be rescinded." When this motion is carried the action is annulled. Any action that has been partially carried out cannot be Rescinded.

**41. Renew.** A Main Question, or Main Motion, may not come before the assembly more than once in the course

of a session, and when a motion to Reconsider a Main Question has been once acted upon, the Motion to Reconsider that same question cannot be renewed unless the motion was amended when it was reconsidered. All other motions can be renewed provided other business has intervened. To this rule there are some exceptions. A call for the Orders of the Day cannot be renewed on the same order, nor can the Suspension of the Rules be renewed on the same rule, the motion to Amend cannot be renewed. A motion that has been withdrawn can be renewed because it has never been acted upon. To illustrate: If a Main Question is being discussed, and it is moved that it shall be laid on the table, and the motion is lost, the motion to Lay on the Table can be renewed provided other business has intervened. In the same way any motion not a Main Motion can be renewed. The exceptions to this rule are noted above.

42. **Reconsider.** This motion is highly privileged and is in order even

when another member has the floor. It must be moved on the day the motion was acted upon that the reconsideration refers to, or the day after. It must be made, unless the vote was by ballot, by a member who voted upon the prevailing side. No question can be twice reconsidered unless it was amended after the first reconsideration. If a motion has been amended it is not in order to move a reconsideration of the vote on the amendment until the original motion has been reconsidered. If the Previous Question has been partly executed, it cannot be reconsidered. If the assembly has taken action that cannot be reversed as a result of a vote on some question, that question cannot be reconsidered. The motion is debatable just so far as the question reconsidered is debatable. The Previous Question can be applied to the motion to Reconsider, but its effect is exhausted on that motion and does not effect the motion which it is desired to reconsider. It can be laid on the table without carrying the pending measure with it. When a

member who has voted upon the prevailing side desires to move a reconsideration he rises, and after he has obtained the floor, says, "I move to Reconsider the vote on—" (here state the question to be reconsidered). The member may rise and move the reconsideration while another member has the floor, and it is entered on the minutes. When the business before the house, at the time the reconsideration was moved, is terminated, the reconsideration may be called up and acted upon. The effect of making this motion is to suspend all action on the original motion until the reconsideration is acted upon. It may be called up at the same meeting at which it was made, or at any meeting during the session.

If it is not called up its effect terminates with the session. When a motion to Reconsider is carried it opens up the entire question as if there had been no previous action. When a question comes up for reconsideration no one who discussed the question when the first vote was taken may speak when



it is reconsidered. His only redress is to speak when the question as to whether it shall be reconsidered is being discussed. This motion, if carried, requires two votes to arrive at the termination of its effect. First the vote is taken on the reconsideration, and if that is decided upon, the question reconsidered must be discussed and voted upon. As has been stated, the reconsideration of a question may be moved and entered in the minutes on the day the motion it is desired to reconsider was passed, or the next day. It is possible to call it up on that day or leave it to be called up at some future meeting, but its effect does not extend beyond the session. To this rule there are two exceptions: the reconsideration of an Incidental, or Subsidiary, Question shall be immediately acted upon, as otherwise it would prevent action on the Main Question. This motion can be applied to any motions except to Adjourn, to Suspend the Rules, and an affirmative vote to Lay on the Table.



43. **Committees.** Parliamentary Law provides for three kinds of committees:

1. The Committee of the Whole.
2. The Standing Committee.
3. The Special Committee.

Committees are as a rule created under the Subsidiary Motion to Commit, but Standing Committees are often created under the requirements of a constitution. A committee is always subordinate to the body that appoints it, and to whom it reports. Its powers are defined by the motion that appoints it and it can take no independent action. It is therefore manifest that there is something illogical and misleading in vesting a committee with executive powers. A club or society should be governed by an Executive or Governing Board, not Committee. All committees render a report. The Committee of the Whole generally reports verbally. Standing Committees report in writing at the annual meeting. Special Committees report at the will of the house. A committee is a miniature assembly appointed to special well-defined work, it must meet in order to take action.

44. **Committee of the Whole.** When an assembly desires to discuss freely a subject that they do not care to refer to a committee, and yet wish to put in proper form for definite action, it is the practice to refer the matter to the "Committee of the Whole." The form of the motion is, "I move that the (here state name of the club, or simply say assembly) do now resolve itself into a Committee of the Whole, to take under consideration," etc. (here state purpose). This committee is a committee of the whole house, hence its name. When the above motion is moved, seconded and carried, the President immediately names one of the members of the house, and requests him to serve as Chairman of the Committee of the Whole. A chair is provided for the Chairman of the Committee of the Whole. The President takes his place as a member of the Committee and may, or may not, leave his chair, as he thinks best, but no one should ever occupy the chair of the presiding officer when he is present. In large assemblies the Chairman of the Committee of the

Whole occupies the chair of the Recording Secretary. The Recording Secretary takes such notes of the proceedings as may seem necessary for the report. Each member can speak as often as he can obtain the floor. The only motions in order are to Recommend, which must be introduced as a Main Motion, to Amend, and to Adopt. If an appeal from the Chair is moved the Subsidiary Questions, to Lay on the Table, and the Previous Question, can be applied to it. The only way to limit debate in the Committee of the Whole is to insert a time limit in the motion that appoints it. When such a time limit is inserted, the Committee cannot extend it. It cannot alter the text of the resolution referred to it for consideration. It can recommend alterations, which, if carried, are embodied in its report. When it has sufficiently discussed the subject before it, a motion is in order to the effect "That the Committee do now rise and report." When this motion is carried the presiding officer at once takes the Chair, and calls for the report of the

Committee of the Whole, which is rendered by the Chairman. This report should be as follows, "The Committee of the Whole has had under consideration the question submitted to it (here state question), and has come to no conclusion;" or, if a conclusion has been reached, the chairman says, "The Committee of the Whole has had under consideration the question submitted to it (here state question), and recommends, that the action be taken, report be adopted, motion be passed," with or without amendment, as the case may be. The report of the Committee of the Whole, as the report of every committee expresses what in its judgment had best be done in regard to the question at issue. Its report, if adopted, becomes the will of the assembly (see 47). Should the Committee of the Whole become disorderly, and the Chairman be unable to preserve order, the presiding officer can take the chair and declare the Committee dissolved. The Committee of the Whole cannot refer the subject before them to another com-

mittee. The quorum of the Committee of the Whole is the same as that of the Assembly; if the Committee finds itself without a quorum, it must rise and report the fact to the assembly, which in such an event would have to adjourn. The report of the Committee of the Whole is recorded in the minutes, but its proceedings are not. It is generally wise to state in the motion appointing this committee the time over which it shall extend. While any member can speak as often as he can obtain the floor, and as long each time as is allowed speakers in the discussions of the assembly, if any one who has not spoken desires the floor, he must be recognized by the Chair before one who has already spoken on the point under discussion. Unless so stated in the motion, visitors have no right to speak in the Committee of the Whole, and it is apparent that it would often be out of order to include them.

**45. Standing Committees.** Standing Committees can be appointed at any

time by motion, but are often appointed under the requirements of a constitution. To them are referred all matters relating to the subjects within their scope. An opportunity should be given at every regular meeting to the chairmen of the Standing Committees to inform the society as to the progress of their work. Standing Committees report at the annual meeting and are disbanded. They are usually appointed at the beginning of the session, and are placed in charge of work that extends through the session, as a printing committee, entertainment committee, etc.

46. **Special Committees.** It is usual and proper that much of the work of deliberative bodies be transacted by means of committees. The Standing Committee is a good medium for the transaction of routine business, but for the investigation of matters that come up in the assembly, where time is limited, the Special Committee is a most valuable agent. This Committee is appointed under the Subsidiary Motion to



Commit. Its numbers and powers are defined by the assembly; it meets at the call of the chairman and only acts as it meets. All action of a committee must be taken at a regular meeting duly called. No action can be taken by members who did not meet. The consent of all individually without a meeting will not render valid any action. Unless otherwise provided for, a quorum is a majority. The Chairman of a committee is usually named by the assembly or the Chair, but if no Chairman is designated, the Committee is at liberty to select its own Chairman. As has been stated, the member first named usually acts as Chairman; the member who made the motion for the appointment of the committee is not by parliamentary law entitled any more than any other member to be Chairman, or even a member of the Committee. It is of course true that a member making a motion to have a committee appointed for a special object might naturally be supposed to be more interested in that object, and he is often the best choice for Chairman;



but there is no rule that makes his appointment obligatory. A committee must be furnished with all papers or other matter that may assist it in its work. Its report should be in the shape of a set of resolutions. These must be signed by the Chairman and, if possible, by all the members. If a Chairman summons his committee together on two different occasions, without being able to secure a quorum, and it is necessary to render a report at a special date, the Chairman can have the report drawn up but must state in it the fact that a quorum was not obtained and leave the assembly to decide as to whether they will accept such a report, or have the matter Recommitted. The only motions in order at a Committee meeting are, to Recommend, to Amend and to Adopt. A vote can be reconsidered in a committee regardless of the time which may have elapsed between the taking of the vote and the motion to Reconsider, provided every member who voted on the prevailing side is present when the reconsideration is moved.

Under the rules of procedure in England a vote taken in a committee cannot be reconsidered. If the decision of the Chair is appealed from, the appeal can be laid on the table and the Previous Question can be applied to it. When a committee adjourns to meet at a certain time, it is not necessary to notify the absent members, but it is more courteous. If the work requires it, a committee can appoint a sub-committee. A committee adopts its own report by vote and may amend it. All reports must be considered paragraph by paragraph and then adopted as a whole. The preamble is considered last. All papers submitted to a committee must be returned intact. If a chairman neglects to call the committee together it is the duty of one or two of the members to do so.

**47. Reports of Committees.** All committees should render a report in the shape of a set of resolutions. If it is a Standing Committee, their report begins, "The committee on —— respectfully report," or "beg leave to report."

The report of a Special Committee differs slightly from this. It should begin, "The committee to which was referred ——— having considered the same respectfully report as follows," or, "The undersigned, a committee to which was referred," etc. The report must be signed by the Chairman and, if possible, by all the members. When a committee disagree as to the nature of its report, the minority can draw up a report. The report of the majority has a right to come before the assembly, the report of the minority is received by courtesy. When a minority report is submitted it should be in this form: "The undersigned, a minority of a committee to which was referred," etc. Reports sometimes conclude with, "All of which is respectfully submitted." This is not obligatory. Reports should always be headed as follows, "Report of the (here state name) Committee on (here state subject). As "The Report of the Program Committee on Program." "Report of House Committee on cost of Refurnishing the Assembly

Hall." A committee may be able to embody its report in one resolution. A committee's report should generally close with a formal resolution covering all its recommendations, so that the adoption of its report would have the effect of adopting the resolution necessary to carry out its recommendations.

**48. Reception of Reports.** When an assembly has instructed a committee to report at a certain time its report becomes part of the Orders of the Day. At the proper moment the Chair calls for the report, and if there is no objection it is read. Any one having very valid grounds for objecting to the reception of the report, can move that its reception be deferred, but this is not in order unless the ground upon which the objection is based makes it appear most inexpedient to receive the report at that time. If there is no objection the chairman of the committee reads the report, and when it is read it is received. A common error is to move to receive a report after it is read. When a report has been

received, whether it has been read or not, the committee is dissolved, and can act no more. If the committee is re-appointed and the report recommitted, all the parts that have not been agreed to by the assembly are ignored by the committee as if the report had never been made. If any of the members of the committee wish to submit a minority report, it is customary to receive it immediately after receiving the report of the committee. When the committee's report is only for the information of the assembly, it is not necessary to take any action on it after it is read. When a report that requires action is read, a motion should be made, to "adopt," "accept," or "agree to," the report, all of which, when carried, has the effect of making the doings of the committee the acts of the assembly, the same as if the action had been taken by the assembly without the intervention of a committee. When a report calls for action the motion to "adopt" is used; if it merely contains a statement of facts, the motion to "accept" would be

in order; and if the report ends with a resolution the proper motion is, "I move to agree to the resolution." The first of these motions is most generally used. As soon as any of these motions are made the report is open to discussion and may be amended. To illustrate: After a report has been read in which action is recommended, one of the members should move as follows: "I move that the report of (state name of committee) be adopted." When that motion is repeated by the Chair the report is open for discussion, and can be amended. If the report is amended, the words "as amended" should be added when the motion to adopt is put to vote. When a report is read which seems to require careful consideration and probable amendment, a motion can be made that the report be considered, and if that motion is carried the report comes before the house for consideration, and after it has been amended, it is in order to adopt or accept the report, as the case may be.

When a committee report back a reso-



lution which has been referred to it, the Chair should call attention to the fact that the question is on the adoption of the resolution. The committee may or may not recommend the adoption of the resolution, but the question should be stated as above. If the committee recommends that the resolution be indefinitely postponed, the question would be on the postponement; possibly the committee recommends an amendment to the resolution. The point to be remembered is that the question to be decided consists of what the committee recommends in regard to the resolution. It is proper for a member of a committee to make the motion which brings the report before the house.

When a committee submits a report containing a number of paragraphs or sections as a Constitution and By-Laws, the whole report should be read through and be brought before the house by motion when it is considered, paragraph by paragraph or article by article, amended and voted upon as a whole (see 3). The chairman of a committee



cannot in any way be deprived of his right to close the discussion on his report.

**49. Nominating Committee.** In many societies it is customary to have the names of candidates or nominees for the offices to be filled at the annual election, presented to the club in the form of a report of a Nominating Committee. This committee is appointed to ascertain the choice of the majority of the members at large, and present as its report, a ticket composed of that choice. If, in order to ascertain the choice of the members, nominating blanks are sent out to be filled in with the names of the candidates preferred, it should be remembered that some system of identification must be agreed upon in regard to these blanks, which shall make it possible for the nominating committee to positively assert that the names of the candidates presented in their report are the choice of those members properly qualified to choose. If nominating blanks are returned to the nominating

committee without identification they should be treated as anonymous communications.

When the report of a Nominating Committee comes before a society, it should first be read through, and if amended, each office should be considered separately, and then voted upon as a whole (see 48). In the first part of this work the method of nominating from the floor is explained. Nominations from the floor are in order up to the time the vote is taken or polls are open, unless the assembly sees fit to vote "That nominations shall now be closed." It is unwise to crowd a ticket with too many nominees. The report of a Nominating Committee is not a ballot and cannot be used as such.

**50. Informal Consideration of the Question.** The assembly may at any time consider a question informally. The Chair can state that if there is no objection the question will be considered informally. One objection necessitates a vote. When the Chair sees

that the house desires to discuss the question before it at greater length and with more freedom than is possible under the rules of an ordinary consideration, he should suggest the Informal Consideration. An Informal Consideration of a Question allows every member to speak as often as he can obtain the floor. The only motions in order are to "Amend," and "Adopt." When either of these motions are carried some formal action of the assembly becomes necessary after the Informal Consideration has closed. In that case the Chair reports to the assembly as follows, "The assembly acting informally has had such subject under consideration, and recommends the following amendments." The introduction of any motion other than to adopt and amend closes the Informal Consideration. This form of procedure is sometimes preferred to that of the Committee of the Whole.

51. **Decorum.** It is the duty of the presiding officer to preserve the dignity of the meeting and enforce the observ-

ance of parliamentary procedure. In discussions, the floor should be accorded to the affirmative and negative in turn—first a pro, then a con. No member can be accorded the floor more than once unless by the consent of the house, and then only in the event that no one else desired the floor. The members when speaking must avoid personal language and never refer to other members by name. The Chair must always be spoken of as “the Chair,” or “the President.” The member whose motion is before the house has the first right to the floor to open the discussion. The maker of a motion may vote against his own motion, but he may not speak against it. The Chairman cannot close the discussion as long as any one desires to be heard, and even after the affirmative vote on a question has been taken, provided the negative has not been put, a member has a right to claim the floor and speak or introduce a motion. If the Chair considers the discussion has been sufficiently prolonged, he can ask the assembly if they are ready for the ques-

tion, and if there is no objection, the vote can be put.

**52. Undebatable Questions.** Undebatable Questions are those opening the Main Question to debate. The following questions shall be decided without debate, all others being debatable: (The English common parliamentary makes all motions debatable, unless there is a rule adopted limiting debate; but every assembly is obliged to restrict debate upon certain motions.) To Fix the Time to Which the Assembly Shall Adjourn (when a Privileged Question see 35).

To Adjourn, in Committee, To Rise (see 36).

Orders of the Day (see 38).

Suspension of the Rules (see 33).

An Appeal (29), unless the Chair throws it open for discussion.

Objection to the Consideration of the Question (30).

To Lay on the Table, or take from the Table (21).

The Previous Question (22).

To Reconsider a Question which is itself undebatable (41).

Reading of papers (31).

Withdrawal of a Motion (30).

**53. Motions that Open to Discussion the Entire Merits of the Main Question.**

To Commit (24).

To Postpone Indefinitely (27).

To Rescind (25).

To Reconsider a Debatable Question (41.)

Chairmen should remember that asking questions is not discussing. A member may rise and ask a question in regard to an undebatable question, and a member may rise and ask a question in regard to a debatable question without forfeiting his right to speak to the question.

**54. Motions Which Are Used to Close Debate.** The discussion upon any question before the assembly may be closed by the use of the following Motions. They are undebatable, and with the exception of to Lay on the Table, re-

quire a two-thirds vote for their adoption. An Objection to the Consideration of the Question (30). This is allowed only when the question is first given the assembly, and if sustained, not only stops all discussion but prevents the question being brought up again during the session.

To Lay on the Table (21). If adopted this motion removes the question from before the assembly and carries it to the table, from which it can only be taken by a majority vote.

The Previous Question (21). If adopted, this motion closes debate and brings pending business before the assembly to an immediate vote.

An assembly may adopt an order limiting debate on any subject before it. This order may specify the number and length of the speeches, and the time when the question under discussion shall be put to vote.

**55. Various Methods of Voting.** When a question is put to vote the ordinary method is to say "As many as are in



favor say *aye*," and after the affirmative has been taken, "As many as are opposed say *no*; or simply, "Those opposed *no*." This is called taking a vote by acclamation, and the result is often uncertain, and seems sometimes to be decided more on noise than on numbers. Another method of voting is by asking those in favor to raise their right hand, and those opposed their left hand. A standing vote is often taken. First those voting in the affirmative are requested to stand and then those voting in the negative. Sometimes the house is divided, all those voting in the affirmative going to the right side of the room, those voting in the negative to the left. In the last three methods the vote must be counted by the Recording Secretary. A majority vote, that is a majority of the votes cast, ignoring blanks, is sufficient for the adoption of any motion except those requiring a two-thirds vote. When a vote is taken the Chairman must always announce the result and declare that it is carried or lost. No vote is taken unless the

*aye* and *noes* are both called for. If the result of a vote is questioned by any member, a rising vote must be taken. Any member has a right to ask that the vote be counted. This result is accomplished by taking a rising vote. A member has a right to change his vote (when not made by ballot) before the Chair has announced the result of the vote. No one can vote on a question affecting himself, but if more than one name is included in a resolution all are entitled to vote. When there is a tie vote the motion is lost unless the Chair throws a vote for the affirmative. If his vote in the negative will make a tie he can throw it and so defeat the measure. If the Chair votes as a member of the assembly, he forfeits the privilege of throwing the casting vote. If any members present do not vote when the question is put, the Chair may inform the assembly that another vote will be taken when he desires every member to vote. In that event the question should be put by a rising vote, and all who do not vote can be counted in the affirma-

tive. If any member desires to withhold his vote he can ask permission of the Chair to do so. From the decision of the Chair on this point, there is no appeal. The assembly can, by a majority vote, order that the vote on any question be taken by Yeas and Nays. When this method is pursued the Chairman states both sides of the question at once, as follows: "As many as are in favor of the adoption of this resolution will, when their names are called, answer yes; those opposed will answer no." The Recording Secretary then calls the roll, and each member, as his name is called, rises and answers yes or no. The Recording Secretary writes down this answer opposite the name of the member. Upon the completion of the roll call the Recording Secretary reads over the names of those who voted in the affirmative, and afterwards those who voted in the negative, that mistakes may be corrected. He then gives the number of votes cast on each side to the Chairman, who announces the result. After the first name has been called it is too late to

ask to be excused from voting. The vote on roll call cannot be interrupted for any purpose whatever. Taking the vote by yeas and nays is peculiar to the United States, it has the effect of placing on record the manner in which each member votes. Another form of voting is by ballot. This method is adopted only when required by the Constitution and By-Laws or ordered by the assembly. When a vote is taken by ballot the chairman appoints at least two inspectors, who distribute the ballots and count them. The Inspectors have charge of the ballot box and must see that no one deposits a vote in it who is not entitled to do so. When a vote is taken by ballot and a reconsideration is moved, it is not possible to ask the mover if he voted on the prevailing side.

All elections should be by ballot. The Annual meeting is the proper time to hold an election. When an election is held the ballot box should be placed in a room by itself in charge of the Inspectors of election. If the society is small, two inspectors are sufficient; if large, four

should be appointed. Members should enter the room in which the ballot box is placed, singly, and deposit their ballots in the box. If they desire to mark their ballots they must do it personally, and use a pencil with a black lead. It is customary to use what is called a blanket ballot, which is in reality a collection of individual ballots printed for convenience on one sheet of paper. Consequently each separate office on that blanket ballot must be regarded by the Inspectors as a separate ballot. When the ballots are counted the Inspectors count all ballots upon which the choice of the elector can be discerned. If the ticket contains two nominees for the office of president and the elector has failed to scratch either name, the elector's choice for president cannot be discerned and no vote can be counted for that office, but the rest of his ticket may be correct and must be counted for all officers where his choice for a candidate can be discerned. The Inspectors must count all votes cast and have nothing to do with the eligibility of the candidates

voted for to hold office. When the report of the Inspectors is rendered they first state the whole number of votes cast and then give the number for each office. The candidates receiving the lowest number of votes is mentioned first. Blank ballots are not counted. After the report of the Inspectors of election has been read, it must be acted upon. If it is satisfactory it should be accepted. When a motion to accept the report is carried, the result of the election is accepted, the Chair states that fact and announces the names of the candidates elected to office. It is then that the election is consummated.

When several people are nominated to serve on a committee or for any other purpose and a choice must be made, it is customary to have that choice decided by informal ballot. The Chair instructs the Recording Secretary to distribute the ballots, collect them, count them, and state the result. In the informal ballot the result is stated by simply saying such a person received the largest number of votes. If any member ob-



jects to the Recording Secretary taking charge of the informal ballot, the Chair must appoint two Inspectors. If the result of the vote is asked for, it must be given.

When there is only one candidate for an office, and the constitution requires the vote to be by ballot, it is a common practice to introduce a motion to the effect that the Recording Secretary be authorized to cast the vote of the assembly for the candidate. If there is one objection it is necessary to ballot in the usual way. It will be seen that the above method can only be adopted by the unanimous vote of the club, and it is very doubtful whether it should ever be permitted to take the place of a regular vote of the assembly. In the event of a ballot having been cast for several candidates who have been nominated for the same office without securing for any one of them the number of votes required under the constitution, it is then quite proper to authorize (by motion), the Recording Secretary to cast a vote for the candidate who has received the



largest number of votes, thus avoiding the delay of another ballot. When the constitution requires a majority vote, and several candidates are nominated for the same office, it sometimes occasions the above condition of affairs.

### 56. Motions Classified According to Their Object.

- (1) To Modify and Amend.  
To Amend (25).  
To Commit or Refer (24).
- (2) To Defer Action.  
Postpone to a Certain Time (23).  
Lay on the Table (21).
- (3) To Suppress Debate.  
Previous Question (22).  
An Order Limiting Debate (53).
- (4) To Suppress the Question.  
Objection to the Consideration of the Question (30).  
Postpone Indefinitely (27).  
Lay on the Table (21).
- (5) To Consider a Question the Second Time.  
Reconsider (41).
- (6) Order and Rules.

Orders of the Day (38).

Suspension of the Rules (33).

Questions of Order and Appeal  
(29).

(7) Miscellaneous.

Reading of Papers (31).

Withdrawal of a Motion (32).

Questions of Privilege (37).

(8) To Close a Meeting.

To Fix the Time to Adjourn (35).

To Adjourn (36).

## 57. The Purpose Which This Book Is Intended to Serve.

The purpose of this book is to furnish a concise and convenient guide for those who desire to be informed as to what are the proper forms of procedure to be observed in the conduct of Deliberate Assemblies. In order to avoid any confusion on this point, all rules which are applicable to Legislative Bodies only are omitted as not coming within the scope of this work.



## PART SECOND

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# A GUIDE TO EXTEMPORANEOUS SPEAKING AND INFORMAL DEBATE



## A GUIDE TO EXTEMPORANEOUS SPEAKING AND INFORMAL DEBATE.

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58. **Methods.** There are three methods by which a common ground of agreement is arrived at; they are the Discussion, the Conference, and the Debate. A ready command of language and the power of speaking with conviction and without notes, is essential to success in any of them.

59. **Discussion.** All business or questions of any kind that are brought before a club are discussed. In a discussion we speak to present our own views and we are directly responsible for the views presented. It may or may not be a subject to which we have given thought. It is, in any case, a subject in which we are interested and on which we have some opinion. We speak, then, for the pur-

pose of persuading others to adopt our opinion and vote with us. It is therefore essential that we should be at one and the same time persuasive and non-antagonistic. The power of presenting an opinion in a clear, concise and logical manner is a power that will frequently give its possessor the result he aims to bring about.

**60. Conference.** This is a form of discussion which is used when two separate organizations desire to arrive at some common ground in regard to a question of interest to both. When it is desired to hold a conference each organization appoints representatives who meet together and present the points of difference held by their respective organizations. It may be necessary so materially to modify the views held by the disagreeing bodies as to necessitate the holding of more than one conference. When a common ground has been agreed upon the conference is terminated, even if the common ground is a disagreement.



**Proper Motions to be Used in Conference.** 1. To Concur. This motion signifies agreement. 2. To Non-concur. This motion is the reverse of the first. 3. To Recede. When the motion to non-concur is carried then it is in order to consult with the bodies represented at the conference, which sometimes has the result of a desire on the part of one of the bodies to recede from the position taken, hence the motion. 4. To Insist. If, however, neither are willing to recede, this motion is in order. 5. To Adhere. When either body has decided that it will be impossible for them to change their views or subscribe to any further compromise, this motion to adhere, is in order.

**61. The Debate.** In a debate both sides of the subject are presented and the audience left to draw its own conclusions. Unlike the discussion, it is not a statement of individual opinions but is the presentation of a logical argument which may or may not be the opinion of the speaker. Debate is an art, not

a science, and a good debater is a man of no small intellectual power. We debate to convince and persuade and we take whichever side of the question may be assigned to us by the chairman. It is obvious, then, that a good debater regards the question from a purely impersonal standpoint. The power to express views clearly and convincingly is particularly necessary in a debate.

62. **Extemporaneous Speaking.** Whether we expect to speak in the Discussion, Conference, or Debate, or aim to occupy the platform alone, we need to be informed in regard to the rules governing extemporaneous speaking. The first requisite for a successful public speaker is the having something to say. Something that people desire to hear. Many speakers have a great deal to say but it fails to interest their audience and so they are not successful. It is, however, not enough to be able to present a subject in which your audience is interested, you must present it in such a way

that you can be heard. Hardly a public meeting takes place where all the speakers are heard. Never be persuaded to speak on a subject that does not appeal to you. You cannot do it justice. Choose your subject to suit the audience you are called upon to address. Learn to throw your voice to the rear of the room so that all may hear. These are the first requisites for extemporaneous speaking. It will also be essential to know how to present your ideas so as to make them pleasing to your hearers. To do this you must have some slight knowledge of logic. Oratory is good and we enjoy an orator; but an orator who is also a logician becomes a leader of men. When you rise to address an audience concentrate your thoughts on yourself and on what you are going to say. Do not allow the mentality of your hearers to influence yours. Look at the extreme end of the room and your voice will fill the room. Remember that you hold your audience by Courtesy, Curiosity and Interest. The first two will insure you a respectful hearing for a while, but you

must arouse the last to hold it long. Learn to enunciate clearly and speak slowly; avoid becoming monotonous. Elocution is good in its way, but you must remember that the moment your audience suspects you of simulating an emotion you will lose your power over it. It is natural feeling alone that can awake its feeling. Speak to your audience, not at it. Cultivate a conversational tone and avoid too smooth delivery. It must not suspect you of memorizing. To memorize is fatal to all originality of thought. You should train yourself to alter your form of expression to suit every audience. Stand, while speaking, well poised on both feet. Do not wave your hands. Avoid getting wound up. As you control yourself so, in like degree, you will your audience. Speak with force, so that it will be apparent that you mean what you say. Express yourself clearly and avoid the use of ambiguous language or of words not in common use. An Extemporaneous speech, in the common acceptance of the term, is a speech delivered without notes. It must not be

confounded with the impromptu speech, which is one composed on the spur of the moment. An extemporaneous speech is one made or procured for the occasion, and, in order to be able to do justice both to your subject and your audience, considerable hard work is required before you are in a position to deliver such a speech. When you have collected all your material, you should write out your ideas in the order that you desire to present them. Then make a list of suggestive notes, which will recall to your mind the train of thought that they represent. When you have done this, destroy your written speech and practice the delivery of your speech from the notes. It is essential that you should become accustomed to the sound of your own voice, and consequently, you should practice delivering your speech aloud. Do this until it becomes an easy matter, then when you are called upon to speak in public, your mind will be so full of your subject that you will find your ideas rapidly presenting themselves. Never attempt to confine yourself to any set

form of words. Be spontaneous as far as possible. If you do not say what you expected to say, do not let it cause you annoyance or hesitation, but continue on and every moment will make it easier. Remember that your audience desires you to succeed. It looks to you for entertainment or instruction. It is seldom that an audience is in an antagonistic state of mind toward a speaker. Your audience, in fact, should be largely in the state of mind that you create. It is your prerogative to sway and influence its mind and bend it at least for the time being, to your way of thinking. As you increase in proficiency as a speaker, you will learn to study the faces of your audience and will adapt yourself to meet the atmosphere that confronts you. No two audiences are exactly alike and a speech should be always more or less modified to meet the requirements of the occasion. By the cultivation of these simple rules public speaking will become a pleasure to be desired instead of a bugbear to be avoided. At the present time the custom of after-dinner speaking, both



among men and women, is very prevalent; everyone should be able to do his part creditably. The short speech, if well done, generally leads up to something more important and public speaking is becoming an accomplishment that it behooves us all to cultivate.

63. **Logic.** All speech is more pleasing to the human understanding when logically expressed. It is therefore essential that any one desiring to present a subject in a speech, debate or discussion, should have some slight knowledge of logic. All speech is composed of "terms"; "a term is a word or words that constitute a subject of thought." Every term has its "content," which is its dictionary meaning, or exact definition and its "concept," which is your comprehension of the word. You must, therefore, be careful that the words you employ shall, as far as possible, convey the same meaning or concept to your hearers as they do to you. In order to do this use plain and simple language; let your terms be largely derived from



the Saxon preferably to those derived from other sources. Any agreement or denial between two concepts is a proposition. Example: "Man is human." Here we have the concepts "man" and "human," the verb "is," creates an agreement and so forms a proposition. The subject for a discussion, conference, or debate always consists of a proposition.

64. **The Syllogism.** A syllogism is a system of reasoning by means of a middle term. A syllogism contains three propositions, the "Major," "Minor," and "Middle." The Major, or first proposition contains the conclusion, the other two propositions prove this conclusion. In the Minor or third proposition, we have the logical result of the proof contained in the Middle or second proposition and these two together bring us back to the Major proposition, which is our conclusion. Example: "All animals are mortal." A dog is an animal. Therefore all dogs are mortal. In order to prove our syllogism to be logical we ap-

ply the following test which is in the form of a question. Why is a dog mortal? Ans. Because he is an animal and all animals are mortal. Any syllogism that does not respond to this test is a fallacy. From this example we see the truth of the assertion that a syllogism is a system of reasoning by means of a middle term. Take away the middle term, and your argument falls to the ground.

**65. The Syllogism Applied.** Your speech, in order to carry conviction, should be arranged in the form of a syllogism and the closer you confine yourself to the syllogistic arrangement the more convincing you will be. First state your subject; the proposition about which you are to speak. This answers to the Major proposition. Then give your proofs and arguments. These you will see answer to your Middle proposition. Last, draw your conclusion, and work back briefly through your argument to your proposition and thus prove that your summing up or Minor proposi-

tion logically works back to your Major proposition, which, in turn, contains your conclusion. In the drawing up of a speech, these different parts are usually called, Preamble, Inference, Conclusion.

**66. Arrangement of a Speech.** After the subject of your speech has been decided upon, some time must necessarily be spent in collecting material. No source of information should be neglected and every available means employed to obtain light on the subject. After you have done all you can and feel you are prepared to commence the actual work of preparation you will find it helpful to divide your material under the following headings. These headings are simply for the benefit of the speaker and should only be apparent to the hearers in the degree that the logical and correct arrangement appeals to their understanding. These headings are: The Exordium, Division, Narration, Conformation, Refutation, and Peroration, six in all. In order to preserve the syllogistic form we arrange these headings in twos. The

Exordium and Division will form the Preamble and will also be the Major proposition. Narration and Conformation will constitute the Inference and be at the same time the Middle proposition. Refutation and Peroration will sum up and be the conclusion as well as the Minor proposition. We will now proceed to explain what these headlines stand for.

67. **Preamble.** The first division contains the Exordium and Division; in the Exordium, you state your subject and what you intend to prove in regard to it. In other words, it is a statement of your subject and your object in presenting it. In your Division, you state the point of view from which you intend to consider your subject. These together constitute your Preamble.

68. **Inference.** The second division of your speech consists of Narration and Conformation. In Narration you tell all you think necessary in regard to your subject to give your audience a clear

idea of its merits. It is, in fact, under this heading that you tell anything about your subject that may make it interesting or that goes to prove the point you have in view in presenting it. Confirmation contains the proofs by which you hope to maintain the ground outlined in your Preamble. In this you present the arguments by which you endeavor to persuade your audience to accept these proofs. These together constitute your Inference.

69. **Conclusion.** While you have been speaking many points have arisen in the minds of your hearers which are antagonistic to what you are endeavoring to prove. You now come to your Refutation and Peroration. In your Refutation you answer, as far as possible, the antagonistic views which you feel sure some of your hearers hold. You endeavor to refute them. This leads to your Peroration, or summing up, in which you briefly revise the ground you have covered in your speech, and show that, having presented a good logical

argument, you are entitled to have the proposition admitted as proved. These together constitute your Conclusion.

## 70. Example of the Arrangement of a Speech.

Subject

The Value of Our Public School System.

Preamble.

Exordium.

Statement of subject and of the intention of the speaker to prove the value of our Public School System.

Division.

Point of View is that of the value of the system to the community at large.

Inference.

Narration.

Brief account of the system, giving some of its practical workings.

Conformation.

In countries where no such systems exist conditions show that edu-

cational standards are lower and in consequence the community suffers.

Conclusion.

Refutation.

The objection is often raised to our system that it teaches too many different subjects. Those who object do not sufficiently appreciate the fact that our schools contain an infinite variety of minds, and, in order to give each an opportunity for perfect individual mental development, many lines of work must be suggested that each may ultimately pursue the one for which he is most suited.

Peroration.

The above line of argument being admitted, the proposition embodied as the subject of the speech must be admitted to have been conclusively proved.

The above skeleton of a speech will show how any subject can be arranged on the lines suggested.



**71. Induction and Deduction.** In the preparation of a logical argument two methods may be pursued, the Inductive or the Deductive. In the first, you argue from an Inference. In the second, from a known fact. Almost all religious arguments are framed on the inductive system. Mathematical arguments are always deductions. The argument on which is based the commonly accepted hypothesis used to explain the origin of our solar system is inductive. The argument from which we infer that touching a red hot iron will result in a burn is deductive. The first is based on the assumption that, given certain imaginary conditions that we have reason to believe once existed, certain results were bound to follow. The second is based on the assumption that, given the same conditions, what has happened will happen. All inventions are largely the result of induction. Induction must, in fact, have preceded deduction. In preparing the line of argument for a speech the speaker must decide as to which of these methods will best carry out the purposes he has in mind.

72. **Debate.** Of all forms of argumentation the debate affords the highest possibilities for the display of intellectuality. It differs from other forms of argumentation in that it presupposes the existence of two sides for the subject presented. It has the negative constantly in mind. It is therefore necessary that the subject for debate shall be presented in the form of a positive affirmative proposition. In order to debate a question, it must be presented in the affirmative. You may not defend what has not been attacked. It is possible sometimes, to debate an apparent negative, an apparent, not an actual negative. A skillful debater can frame such a proposition. To be debatable a subject must have two sides; you cannot debate truisms.

To creditably take part in a debate requires considerable practice as well as ability. Professor Alden tells us in his book, "The Art of Debate," that "The mental habits which go to make a good debater are of the highest type and are usually developed only by considerable

training. They involve the ability to find out as well as to defend truth; the ability to analyze keenly and swiftly the essential from the trivial, the willingness to consider the questions apart from the prejudices with which one is tempted to view them, and finally, the power of expression. To these must be added, for one who will be successful in active debate, the ability to decide quickly which of two or three possible lines of attack shall be chosen, and the power of rapidly arranging one's thoughts in a way to make them seem reasonable to others." While few of us may be able to attain to this degree of excellence, no one should be deterred from studying the art of debate and taking advantage of the mental stimulus the study brings. Any one who can find reasons for his contention and state them clearly is an acceptable debater.

**73. Proposition.** On the care with which the proposition is framed rests largely the success of the debate. As has been stated, it must be an affirmative;

must contain a clear and concise statement of a fact; must be capable of a well-defined negative. The topic suggested for the extemporaneous speech would form a good topic for a debate.

The proposition might be worded as follows: "Resolved: That our Public Schools are the Best in the World." This is a clear statement of a fact and admits of a decided negative.

74. **Point of View.** The first point to be decided in regard to the proposition presented is its precise meaning, or what it maintains. If it is susceptible of being regarded from more than one point of view it is the privilege of those who have the debate in charge to choose the point of view from which it shall be debated. Our proposition clearly states that our schools are the best in the world. We may maintain our proposition from the point of view of the value of the "System, or the point of view of the value of the education carried on under that system." These different points of view would involve different lines of argument. Our

point of view limits the scope of our argument. Care should be taken that the point of view should be one from which everything contained in the proposition may be consistently debated.

75. **Chairman.** The Chairman has charge of the debate. He occupies the Chair and states the proposition, outlines the point of view and introduces the speakers. It is also his business to read the summing up and put the vote. He must see that the speakers adhere to the point of view, and are careful to debate the proposition from that point of view. If there is no other arrangement or rule, the Chairman assigns the sides upon which those taking part in the debate shall prepare themselves to speak. When the hour has come for the opening of the debate the Chairman rises and says: "We will now proceed to debate the following resolution or proposition: Resolved, That (here state resolution). From the point of view of (here state point of view)." He then introduces the speakers. The first speaker is of

course the leader of the affirmative. When the debate is closed the Chairman reads the summing up from notes he has taken during the progress of the proceedings. He reads first, the line of argument presented by the affirmative; next, that presented by the negative. He does not mention the speakers but reads the argument as a connected whole. After this two votes are taken. The first is on the merits of the argument, the second on the merits of the resolution. The first is put as follows: "Resolved, That the affirmative sustained the resolution, those in favor say *aye*. Opposed *no*." This vote is simply to develop the fact as to which side, in the opinion of the audience, has the cleverer speakers. If the negative speakers are considered the cleverer, the motion will be lost. The second vote is on the resolution irrespective of any argument that may have been presented. It is put as follows: "Resolved, That (here state resolution), all in favor say *aye*. Opposed *no*." The Chairman then announces the results of the votes, and the debate is ended.



**76. Speakers.** The form of debate outlined in this book is the "Informal Debate." For this there should be at least four prepared speakers, and more if they are obtainable. These are the First Affirmative, First Negative, Second Affirmative, Second Negative, and, if possible, Third Affirmative and Third Negative. More prepared speakers are desirable if it is possible to obtain them. After the prepared speakers have spoken the debate is thrown open to all those present. Any one may speak to the question who can obtain the floor, the only rules to be observed being the alternating of the affirmative and negative and the adherence to the point of view. A formal debate is one in which only prepared speakers take part and may be conducted by two speakers.

**77. First Affirmative.** The Chairman introduces the first affirmative as follows; "Mr. A. will present the affirmative side of the argument." The speaker begins by recognizing the Chair and the audience and says, "Mr. Chairman and La-



dies and Gentlemen.” If it is a club he varies the above by saying “And members of” (here state name of club). In presenting the argument for the affirmative the speaker simply presents the proposition as it stands. No attack having been made it simply rests with the affirmative to establish by proof a given proposition. This is usually expressed by saying that on the affirmative rests the burden of proof. It is for the speaker to decide what are the essential points to be proved. The first affirmative may not shirk the burden resting upon him; he must establish the proof of the proposition. As the Burden of Proof is on the First Affirmative the presumption favors the Negative. A skillful leader of the affirmative will so present the argument as to raise the presumption against the negative while not actually attacking it. This may be done by proving facts which shall raise a presumption in favor of the affirmative. If we accept the resolution as the subject for a debate, “That our Public Schools Are the Best in the World,” taking for

our point of view the educational results of the system carried out in those schools the leader of the affirmative would have to prove that children educated at our schools were the best educated children in the world. By means of comparison with the children of other countries he could raise a presumption against the negative. The leader of the affirmative must then establish the fact contained in the proposition and apply his reasoning to that fact, being careful not to confound illustration for proof. The trend of an affirmative argument may be summed up as follows: 1. The resolution as presented is true. 2. It has been proved to be true for the following reasons. 3. There can be little doubt that it will continue to be true no matter how attacked. Nothing should be advanced by the leader of the affirmative that cannot be conclusively proved.

**78. First Negative.** The Chairman introduces the leader of the Negative as follows: "Mr. B. will present the negative side of the argument." The leader

of the negative presents the resolution from the negative standpoint; he maintains that it is not what is claimed. On him rests the Burden of Refutation. He does not answer any of the points brought forward by the affirmative, he has only to present the negative. He proceeds on the assumption that the fact stated in the resolution cannot be sustained from the point of view stated. In stating the negative argument of a debate conducted on the resolution "That Our Public Schools Are the Best in the World," the negative would simply bring proofs to show that from an educational standpoint they were not.

79. **Second Affirmative.** The second speaker in the affirmative is introduced by the Chairman as follows: "Mr. C. will speak on the affirmative and answer the leader of the negative." It will be seen from this that the second affirmative has no light task. He must confine himself strictly to answer what the leader of the negative has said. He may not introduce any new matter. It is also essen-

tial that he pursue the lines laid down by the leader of the affirmative. It needs a ready speaker and quick thinker to successfully take the part of second affirmative.

80. **Second Negative.** The Chairman introduces the second negative by saying: "Mr. D. will speak in the negative and answer the first and second affirmative." The second negative must be able to combat all the affirmative points that have been raised. He must confine himself to the ground outlined by his predecessor, the first negative. It will be easily understood that the second speakers on the affirmative and negative stand in need of quick wits and retentive memories. It is, however, always easier to attack than to maintain and the first speakers have the hardest task.

81. **Close of Debate.** If only four speakers are prepared the debate is then thrown open to those present, being careful to have the affirmative and negative speakers alternate, and after they have

spoken the floor is given to the first affirmative who may answer some of the points raised against his side. The floor is then given to the leader of the negative out of courtesy. After this the Chairman reads the summing up, puts the votes and the debate is ended.

**82. Spoken Debate.** We have taken for granted in this book that the debate will be spoken, not read. Whatever we may think of the reading of papers they are absolutely destructive to a debate. The speakers must be able to meet all sorts of unforeseen emergencies and often must say something entirely different from what they expected to say. No form of argumentation requires as much preliminary work as debating, and what often passes for extreme brilliancy is simply the result of careful preparation.

It is hoped that the second part of this book will awaken a desire on the part of members of societies to discuss questions of current interest intelligently and debate them logically. It appears that the times are ripe for the cultivation of

individual effort as shown in the ready speech, or well thought out debate. Let us depend more on ourselves and less on our encyclopedias. Let the written speech be left to such lecturers as must be sure of their statistics and let us seek to put ourselves in touch with our hearers without the barrier of a paper. No one can read and look at his hearers at the same time. A reader can establish no magnetic connection with those to whom he reads. The magnetic connection a speaker should establish between himself and his audience is one of the greatest elements of his success. However fine your voice, you can scarcely use it to advantage if your head is bent over a paper. Be in a position to look your hearers in the face, speak to them as man to man, and let the papers be relegated to the scrap-basket or the club archives.





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